

STEM Teach V
Request for Proposals
from
Indiana Higher Education Institutions



DUE DATES:

October 29, 2021

(for all courses beginning in Winter/Spring 2022 and after)

February 18, 2022

(courses beginning in Summer 2022 or after)

Funded through the Indiana STEM Teacher Recruitment Fund

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PROGRAM OVERVIEW

About STEM Teach

The Center of Excellence in Leadership of Learning (CELL) and the Independent Colleges of Indiana (ICI) are continuing the successful initiative STEM Teach, now in its fifth adaptation and thus named STEM Teach V.

The primary concentration of funds will be for Indiana high school teachers who need graduate level courses in STEM discipline areas to meet the Higher Learning Commission (HLC) requirement for teaching dual credit courses by 2023. This opportunity includes:

- Tuition and textbooks/materials for teachers to complete 18 graduate level credits in a specific content area. Online graduate courses from participating institutions will be offered in biology, chemistry, mathematics, physics, psychology, and technology/IT. Once 18 graduate credits are earned, STEM Teach V will also help to fund the completion of a master's degree.

Three additional opportunities for STEM Teach V for all Indiana K-12 teachers include:

- Tuition and textbooks/materials to complete a master's or graduate certificate in STEM education from a participating higher education institution
- Scholarships for teachers to attend STEM-based conferences in Indiana
- Professional development and supplies to infuse STEM into daily classroom activities

Funding

Indiana postsecondary institutions are encouraged to submit proposals to offer courses through STEM Teach for the entire duration of the program in the first proposal window (due October 29, 2021). However, a second and final round of proposals will be accepted for consideration on February 18, 2022. Tuition, books, and materials for these courses will be offered at no cost to teachers in Indiana by utilizing the funds granted to CELL and made available from the Indiana Commission for Higher Education through the STEM Teacher Recruitment Fund to pay colleges and universities for tuition, books, and materials.

All payments are made to higher education institutions on a reimbursement basis when each course is completed. No grants or sub grants are awarded to higher education institutions for participation in STEM Teach. One check will be sent to the business office at each institution, and the institution will disburse funds at its discretion.

Graduate courses will be offered in the following semesters: Winter/Spring 2022, Summer 2022, Fall 2022, Winter/Spring 2023, and Summer 2023 (as funding allows). Since teachers from all regions of Indiana are eligible to apply, an online course format for graduate level courses is the method of course delivery preferred by teachers due to their various locations, time zones, and school schedules. Courses

may be offered in an online only, synchronous or asynchronous approach. Synchronous courses may only be offered in a time frame that is conducive to a full-time teacher's schedule.

NOTE: In-person courses may not be proposed.

Tuition

Tuition for courses may be proposed at the actual university amount and cannot exceed the maximum amount per credit hour, per student, as indicated in the chart below. CELL will generate an invoice template at the conclusion of each course for universities to submit to be reimbursed for tuition. Teachers cannot be charged for tuition, fees, books or materials by any institution offering a course through STEM Teach. See table

Books and Materials

All books and materials (including necessary delivery fees) may be proposed so as to not exceed the maximum amounts per course, per student as indicated in the following chart. Universities will provide the books and materials to each teacher prior to the start of each course and be reimbursed per the invoice at the end of the course. Each university is responsible to mail or provide online links to each student. Reimbursements to teachers will not be utilized.

University Administrative Service Fee

For each offering in a semester, universities and colleges can be reimbursed up to the maximum amount indicated in the following chart to offset administrative expenses. Please note that more than one section of a course in a given semester is considered one offering.

Campus Liaison

For each offering in a semester, universities and colleges will be paid up to the maximum rate indicated in the chart below for a campus liaison to coordinate offerings per course, per semester. Each campus must designate a campus liaison who will coordinate efforts and serve as the main point of contact for the institution's STEM Teach offerings. See Appendix B for campus liaison duties and responsibilities.

The following table includes the financial amounts and enrollment numbers that will be considered for acceptance into STEM Teach:

Financial Amounts and Enrollment Considerations				
Type of Offering	Tuition payment per hour	Books and/or Materials	University Administrative Fee	Campus Liaison Fee
Graduate Courses for Dual Credit Credentialing or Certificate (Minimum of 4 students; maximum of 16 students; unless multiple sections of same course)	Up to \$625 per graduate hour	Up to \$180 per student, per course	\$1,000 per course, per semester	\$200 per course, per semester
Master's Completion once Dual Credit Credentialing Courses are completed (Beginning in Summer 2022; Maximum of 12 students; available to teachers once 18 content specific courses are completed)	Up to \$625 per graduate hour	Up to \$180 per student, per course	Up to \$1,000 per semester	\$200 per semester
Graduate Courses for Master's or Certificate in STEM Education (Minimum of 4 students; maximum of 16 students; seeking a cohort approach)	Up to \$625 per graduate hour	Up to \$180 per student, per course	\$1,000 per course, per semester	\$200 per course, per semester

Note: No additional costs may be charged to teachers enrolling in courses through STEM Teach.

Information for Courses

The following information is provided to guide HE applicants with designing and/or submitting courses for inclusion into STEM Teach. Registration for all offerings will be done through the STEM Teach online teacher portal and registration information will be sent to campus liaisons to process enrollment and other necessary details for the course on their campus.

Graduate Courses for Dual Credit Credentialing

A qualified higher education faculty member must teach courses for graduate credit (graduate assistants may be utilized in a support role only). Courses should be offered for the purpose of assisting current or upcoming dual credit teachers to earn the required number of credits to be credentialed by the Higher Learning Commission or to complete a master's in STEM education.

The primary content areas needed for Indiana teachers in the STEM disciplines for dual credit credentialing include Biology, Chemistry, Computer Science/IT, Physics, Mathematics, and Psychology.

Some considerations when developing a proposal:

- Online asynchronous courses are the best format to reach the highest number of teachers in all regions of the state and will help ensure that enrollment minimums are met. Synchronous courses are acceptable as long as they are offered at a time frame conducive to a full-time teaching schedule. In-person courses will not be accepted.
- Courses may be offered through a variety of departments at each higher education institution, such as the School of Education or Arts and Sciences, etc.
- 21 credit course sequences are not required for each content area, but are preferred. Some teachers may not be able to complete one of the courses in a typical 18 credit course sequence, so offering an additional option for teachers allows for more opportunity for success.
- Offering a certificate at the end of an 18-credit course sequence is likely to attract more teachers to choose the same institution as they pursue a dual credit credential.

Graduate Courses for Master's Completion once Dual Credit Credential Courses are completed

Teachers who complete the 18 graduate credits towards a dual credit credential (18 graduate credits in a content area) through STEM Teach will be eligible to continue taking courses through STEM Teach for the purpose of completing a master's degree if they do not already have one. HE institutions may propose graduate courses for master's degree completion that begin in the Summer of 2022. At this time, STEM Teach plans to fund a limited number of teachers for this opportunity.

Graduate Certificate or Master's in STEM Education

HE institutions may propose a sequence of courses, in a cohort style approach, for teachers to earn a master's in education with a STEM focus by the end of Summer 2023. Alternatively, HE institutions may also propose a certificate program for teachers to complete a graduate level certificate in STEM. These opportunities are not for the purpose of becoming credentialed to teach dual credit courses, but rather to integrate and boost STEM instruction into Indiana classrooms.

TENTATIVE TIMELINE for INSTITUTIONS

There are two timelines in which higher education institutions may submit proposals.

- The first proposal window will provide higher education institutions the opportunity to begin offering courses in the first available semester(s) Winter/Spring 2022 and subsequent semesters. No in-person courses may be proposed.
- The second and final proposal window will provide higher education institutions the opportunity to begin offering courses in any semester beginning with or after Summer 2022. No additional proposal windows are planned after this time period.

FIRST PROPOSAL WINDOW Timeline for Higher Education Proposals for Courses beginning in Winter/Spring 2022	
October 1 – 18, 2021	Questions can be submitted via email to wlodarczykt@uindy.edu
October 18 – October 29, 2021	Proposals for courses which will begin in Winter/Spring 2022 may be submitted via the HE Proposal PDF form.
October 29, 2021	Proposal forms and syllabi for Winter/Spring 2022 must be submitted via the Submit button on the HE Proposal form by 4:30 PM EST to wlodarczykt@uindy.edu
November 10, 2021	Higher Ed Institutions notified of courses accepted into STEM Teach beginning in Winter/Spring 2022
November 16 – December 3, 2021	STEM Teach application and course registration open for teachers
December 12, 2021	Course registration lists sent to Higher Ed Institutions for Winter/Spring 2022
December 13 -22, 2021	Campus Liaisons contact teachers with additional course details for Winter/Spring 2022
January 2022	Winter/Spring 2022 courses begin

SECOND & FINAL PROPOSAL WINDOW Timeline for Higher Education Proposals for Courses beginning in Summer 2022 or after	
October 18, 2021 – February 4, 2022	Questions can be submitted via email to wlodarczykt@uindy.edu
January 3 – February 25, 2022	STEM Teach application open for teachers
January 31 – February 18, 2022	Proposals for courses which will begin in Summer 2022 or after may be submitted via the HE Proposal PDF form.
February 18, 2022	Proposal forms must be submitted via the Submit button on the HE Proposal form by 4:30 PM EST to wlodarczykt@uindy.edu
March 7- 8, 2022	Higher Ed Institutions notified of courses accepted into STEM Teach beginning or after Summer 2022
March 14 – April 4, 2022	STEM Teach course registration open for teachers
April 6, 2022	Course registration lists sent to Higher Ed Institutions for Summer 2022
By April 18, 2022	Campus Liaisons contact teachers with additional course details for Summer 2022
May – July 2022	Summer 2022 courses
July 2022 – May 2023	Remaining timeline and due dates TBD and posted on HE Institutions portion of the website

PROPOSAL ELIGIBILITY

► Who may apply?

All non-profit higher education institutions in Indiana may submit proposals. Campuses are encouraged to promote collaboration within departments for one submission; therefore, only one proposal from each campus per discipline area will be considered.

Institutions that have not received funding through other sources for similar purposes will be given priority consideration in order to avoid duplication of efforts and to serve a wider range and larger number of teachers.

COMMITMENT

► What commitment must a postsecondary institution make if its proposal to offer courses is accepted?

HE Applicants will be required to streamline the institution's process for enrolling in courses and waive any fees for teachers that are not covered by this proposal.

(1) Applicant Eligibility

- a. Postsecondary institution must be an Indiana private or public college or university, and
- b. A single point of contact must be designated for this program, referred to as the Campus Liaison.

(2) Required Components

- a. Graduate courses included in the proposal must be within STEM areas. Biology, chemistry, mathematics, physics, and psychology will be prioritized due to forecasted demand for credentialing dual credit teachers in these disciplines. Engineering, Integrated STEM education, and IT/technology, etc. are also graduate course discipline areas that will be considered and accepted.

► What is the proposed timespan for STEM Teach V?

STEM Teach courses will be offered in the semesters designated below. Institutions may utilize traditional campus and/or school district calendars within these timespans.

STEM Teach may accept one offering per content area/institution per semester. However, if an institution proposes a course that spans the full semester, a course in the same content area may not be proposed for a shortened semester. e.g. If Math 501 is proposed as a Full Fall course, that is the only course in that discipline area which could be offered from that institution for Math for the entire semester. Conversely, if Math 501 is proposed for Fall I and Math 502 is proposed for Fall II, both courses could be accepted/offered from that institution for the entire semester.

Since all offerings will utilize the STEM Teach teacher portal for registration, please note the following Semester and Offering Window for proposals and offerings of courses to be reflected in the course proposal documents.

Semester	*Offering Window
Winter/Spring 2022: <ul style="list-style-type: none"> • Full Winter/Spring 2022, or • Winter/Spring I 2022 and/or • Winter/Spring II 2022 	January - May
Summer 2022: <ul style="list-style-type: none"> • Full Summer 2022, or • Summer I 2022 and/or • Summer II 2022 	May - August
Fall 2022: <ul style="list-style-type: none"> • Full Fall 2022, or • Fall I 2022 and/or • Fall II 2022 	September - December
Winter/Spring 2023: <ul style="list-style-type: none"> • Full Winter/Spring 2023, or • Winter/Spring I 2023 and/or • Winter/Spring II 2023 	January - May
Summer 2023: <ul style="list-style-type: none"> • Full Summer 2023, or • Summer I 2023, and/or • Summer II 2023 	May - August

*The beginning and end of each offering window may overlap with the next as needed.

PROPOSAL REVIEW and COURSE SELECTION

► How will the PROPOSALS be reviewed and courses selected?

Proposals will be reviewed by the Center of Excellence in Leadership of Learning and Independent Colleges of Indiana staff for completeness and relevancy to the program. Courses will be accepted based on the needs identified by teacher applicants. For graduate courses, sequences of 18 – 21 credit hours for dual credit credentialing for at least six semesters, as well as stand-alone courses will be considered and accepted for STEM Teach.

If a proposal is late, incomplete, and/or does not adhere to the guidelines, the proposal will not be considered.

Proposals will be reviewed, courses selected, and higher education institutions notified on or around November 10, 2021 for the Winter/Spring 2022 semester.

PROPOSAL REQUIREMENTS

► What should be included in the proposal?

HE Applicants must complete and submit the entire proposal form. Requested attachments for Winter/Spring 2022 courses as noted on the proposal forms for the First Proposal Window should be sent via email. All responses must appear electronically in the PDF proposal, and as such *no scanned PDFs* will be accepted. Proposals that do not comply with these requirements may not be reviewed or considered for funding.

Each proposal should be submitted utilizing the PDF form which has been completed electronically. Syllabi for Winter/Spring 2022 can be submitted separately via email. Syllabi for subsequent semesters do not need to be included as they are due prior to each semester.

► How does an institution submit a completed proposal?

The HE Proposal Form may be accessed via www.stemteachindiana.org or by contacting Trish Wlodarczyk at wlodarczykt@uindy.edu. The PDF form should be downloaded and saved prior to completing the form.

Institutions should submit one form for **each discipline area** in which they are proposing courses. If additional pages are needed for offerings, completing an additional HE proposal form is recommended.

Please note that digital signatures are **not** required on each form. The department chair, dean and provost should approve the proposal internally and the person completing and submitting the form may indicate their approval by typing their

names in the appropriate spaces on the form. The proposal should be sent electronically via email. No scanned copies will be accepted.

PROPOSAL ASSISTANCE and PROCEDURES

FIRST PROPOSAL WINDOW:
PROPOSALS MUST BE RECEIVED NO LATER THAN 4:30 p.m. EST
October 29, 2021 to begin offerings in Winter/Spring 2022 and after

SECOND AND FINAL PROPOSAL WINDOW:
PROPOSALS MUST BE RECEIVED NO LATER THAN 4:30 p.m. EST
February 18, 2022 to begin offerings in Summer 2022 and after

No handwritten or scanned proposals will be accepted.

Whom do we contact for assistance?

► For additional assistance related to STEM Teach proposals, contact Trish Wlodarczyk from CELL at University of Indianapolis: wlodarczykt@uindy.edu

How do we submit a proposal to offer courses?

► Submit the HE Proposal Form once it is completed and approved by the department chair, dean, and provost on your campus by the deadlines in the HE proposal window previously noted.

► Send an email with the syllabi and course description for all courses proposed for Winter/Spring 2022 via email. Do not merge HE proposal PDFs with course descriptions or syllabi.

APPENDIX A: HIGHER EDUCATION COURSE PROPOSAL FORM

Please visit www.stemteachindiana.org to access the STEM Teach higher education RFP and form or contact Trish Wlodarczyk from CELL at University of Indianapolis: wlodarczykt@uindy.edu

APPENDIX B: Campus Liaison Duties and Responsibilities

Campus Liaison Responsibilities (will be updated as needed)

- Serve as the main point of contact between your institution and CELL at the University of Indianapolis and ICI by keeping your campus leadership and participating professor(s) informed about programmatic and financial matters
- Work with campus staff to ensure that students (teachers) do not have a laborious process to take a course at your institution through STEM Teach, including a formal admissions process
- Work with campus staff to ensure that students (teachers) are not billed or invoiced for any charges related to taking a course offered through STEM Teach
- Submit course descriptions and syllabi documents to CELL by due dates
- Submit completion paperwork (successful completion for students, course offerings, and financial invoices) to CELL according to deadlines
- Track withdrawals from courses and communicate updates to CELL ASAP
- Communicate with professors and students all of the necessary information to participate in STEM Teach V, including rules regarding successful completion of courses
- Share college or university STEM Teach V developments with campus community as appropriate
- Disseminate aggregated course survey reports provided by CELL to provosts and STEM Teach V professors at the conclusion of each course